



**Valle Catholic Grade School  
Parent/Student Handbook  
2020-2021**

## Table of Contents

Mission Statement/Philosophy	4
Witness Statement	5
Admissions	6
Student Records/Transfer of Records	6
Registration	7
Tuition/Financial Aid	7
School Day	8
Student Dismissal	9
Dismissal/Release of Student from School	10
School Closing	10
School Bus	11
Before and After School Care	11
Visitors	11
Attendance	12
Academic Standards	13
Report Cards/Progress Reports	14
Honor Roll	14
Tests/Exams	15
Homework	15
Textbooks	16
Supplies	16
Students with Special Needs	16
Conferences	16
Sacraments	16
Promotion	17
Scholarships	17
Extra-Curricular Activities	17
Student Publications	18
Responsibilities in the School Partnership	18
Conduct	18
Probation	21
Suspension	21
Withdrawal for Cause	21
Deportment	21
Sportsmanship	21
Dress Code	22
Tobacco Policy	24
Drug and Alcohol Abuse Policy	24
Violence and the Threat of Violence	24
Internet/Electronic Devices Policies	25
Personal Electronic Device Policy	25
Search and Seizure	25

Harassment	25
Health Policies	26
Wellness Policy	29
Lunch Program	29
Questioning of Students	29
Media Policy	29
Maintaining School Privacy	29
Distribution of Materials	30
Copyright	30
Recess	30
Field Trips	31
Volunteers	32
Classroom Parties	32
Special Receptions	32
Parent Request for Classroom Assignments	32
Facility Use	32
Patron's Club	32
School Board	33
Sponsors and Partners	33
Safe Touch	33
Release/Authorization Letters	33
Valle Vocabulary	34

Inclement Weather Drop-Off Plan

Appendix A

Founded on Faith and rooted in Family, Valle Catholic provides an excellent academic education for Pre K – 12 while developing character, promoting spiritual growth and stewardship, and strengthening Gospel values to enable students to live as model Christians in a changing global community.

Welcome to Valle Catholic Schools. Valle is a comprehensive Pre-K through 12 school system that has carried on the tradition of Catholic education for decades. It is our purpose to reflect a visible faith community rooted in the teachings of Jesus. Catholic Schools strive to further every child’s knowledge and practice of faith, and to teach service to others.

Education is a shared responsibility, therefore, home and school communication is imperative. Parents, as first teachers, are called to pass the faith to their children. It is the role of the elementary school to help parents in that calling.

Parents are expected to take an active role in the spiritual and academic growth of each child. Parents are encouraged to participate in the Mass and Sacraments with children. Parents are always invited to join us for our grade school Mass.

Parents are expected to volunteer at school activities. These contributed services make the operation of the school possible. The Patron’s Club offers many opportunities to volunteer, and you are encouraged to visit the school at any time. In fact, it is essential to the life of this school that there are volunteers to “help us, help you” educate young people in the faith, offer quality academic programs and maintain the financial health of this institution.

The Archdiocesan Child Safety Committee developed the “Protecting God’s Children” education program for all staff, volunteers and chaperones. This is an Archdiocese-wide program aimed at preventing sex abuse of children. Anyone who will have contact with any Valle student must attend one of these workshops. To sign up, you must register on the Prevent and Protect St. Louis website at <https://www.preventandprotectstl.org/>. A passcode will be given by the Parish or School.

This handbook contains established policies and procedures. Since it is not possible for a handbook to address every situation that may arise, the administration reserves the right to amend or revoke the policies and procedures in this handbook at any time circumstances may require. When changes are made to the handbook, parents and students will be informed of the changes in a timely manner, and this will include a statement about when the change will take place.

## **OUR PHILOSOPHY**

Every child, every day is the foundation of the Valle Catholic Grade School philosophy. We love, respect and treasure each child as a gift of God made in His image. We strive to educate the whole child: spiritually, intellectually, socially, emotionally, physically, morally and aesthetically. Curiosity is valued and encouraged, as we work together to develop lifelong learners.

Valle Catholic Grade School partners with parents, who are the first educators of their children. The gift of faith is nurtured in each child as we strengthen relationships with God and one another. We incorporate Catholic values while following in the footsteps of Jesus.

Rooted in tradition and committed to maintaining the rich heritage of our community, Valle Catholic Grade School promotes service which will enable students to take their place as well-rounded Christian citizens in an ever-changing world.

## **WITNESS STATEMENT FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION PROGRAMS**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

-Stl Archdiocesan Handbook

The Church understands the home to be the domestic church. It is in the intimate environs of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic Schools are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teachers of my children in the faith. This means I should:

- Regularly participate in the Sunday Eucharist
- Commit to speak more with children about God and include prayer in daily home life
- Participate in and cooperate with school programs that enable me as parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school
- Teach my children by word and example to have a love and concern for the needs of others
- Meet my financial responsibilities in supporting the Catholic School

## **Admission to Valle**

Valle Catholic Schools is a faith based learning community admitting students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Valle Catholic Schools will not discriminate on the basis of gender, race, color, national origin, or ethnic origin in admission policy, scholarship and loan programs, and athletic and other school administered programs. (4101)

To register, all new students are required to complete a registration form, present a birth certificate, Baptismal record, verification of dates for other sacramental celebrations, an immunization record, and a current examination by a physician. In cases in which the parents of a student are divorced, a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. (4103)  
There is a \$25.00 registration fee.

ECDC: A child must be three years old to enroll in the program. Children must be toilet trained. Parents may choose to enroll their child full or part-time based on space availability. Registration is completed through our Admissions Office (573-883-2403).

Kindergarten: A child must be 5 years old before August 1. Participation in Valle's, or similar kindergarten screening process, is highly recommended. Immunizations must be up to date. The child should be physically, psychologically, cognitively, and socially capable of successful interaction at this grade/age level.

New students: Contact the admissions director. Student records will be requested from the prior school for review. Parents/guardians must complete a written "Request for Records" form. New students have a one semester probation period.

Non-Catholics: Contact the admissions director. Student records will be requested from the prior school for review. Parents/guardians must complete a written "Request for Records" form. Participation in all religion classes and activities, except for the sacraments is required. In addition to tuition and fees, non-Catholics are required to pay an additional fee of \$275. The Parish of Ste. Genevieve and all Catholic parishes bear a good deal of the financial burden of education. Actual per-pupil costs are much greater than tuition.

## **Student Records/Transfer of Records**

Parents/guardians have the right to inspect and review the official active file of their children. (4601.2)

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (4601.4)

Requests for record transfers to other schools will not be completed if an outstanding account balance exists. Contact the Parish Center for details. Records will only be transferred to other schools if tuition and any other fees are current and not in arrears.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to provide to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parents/guardians and the student, if 18 years old or older and still enrolled in the school. This applies to both written and/or oral information. (4601.6)

## **Registration**

Registration for the upcoming school year begins in the spring. The registration fee is due and payable at the time of enrollment/registration. Staying current with tuition and fees is good stewardship. (Records will only be transferred to other schools if tuition is current and not in arrears.) It is understood that by enrolling a child, a parent/guardian agrees to accept financial responsibility. Some financial aid and scholarships are available.

As part of the enrollment/registration process, the following forms must be completed and on file annually: an updated profile and medical release, media release, internet agreement and walking trip release. These forms are signed upon enrollment and kept on file throughout the student's years at Valle Catholic Schools. If there is a change to any of the forms listed above, it must be documented through the grade school office. Families can now register their children on our website at [www.valleschools.org](http://www.valleschools.org).

## **Tuition/Financial Aid**

Those interested in applying for financial aid must apply online with the St. Louis Archdiocese Today and Tomorrow Educational Fund (TTEF). This free application encompasses all possible funding available, including the Catholic Family Tuition Assistance Endowment Fund and the Ste. Genevieve Parish Aid Fund. The online application is available on February 1. Please contact the Parish Center at 883-2731 or visit [www.ttef-stl.org](http://www.ttef-stl.org) for more details.

Tuition and fees for Valle Catholic Grade School students are determined each spring prior to engaging in the registration/enrollment process for the following year. Current charges/fees are communicated in writing to new and current families as they begin the registration process. **Tuition is managed through SMART Tuition. The enrollment process will be in the summer for the following school year. Payment options are available on the online program.** Financial accounts must be kept balanced or report cards will be held. All financial obligations must be paid in full by the end of the school year. (4502.1) Payment in full must be made for all financial obligations to the school before the day of graduation. Within 10 days prior to graduation, the local administration has the right to require a specific method of payment. (4502.1)

## **Tuition Policy for Divorced, Separated, and Blended Families**

### **Divorced and separated families:**

The children are still seen as a part of a family and **both** natural parents are responsible for the tuition unless court documents state otherwise.

**Blended families:**

When a divorced parent remarries, the parents will be responsible for the members that are living in their household. This will also be based on court documentation.

**Each case may need to be reviewed with all parties involved. Court documents may be required to show who the financially responsible party is.**

**School Day**

The grade school day for Valle Catholic is **7:50 a.m.–2:50 p.m.** (*Supervision of students; 4402.1; #5*) Students are considered tardy after 7:50 a.m. Classes begin at 7:50 a.m.

Valle Catholic Schools and Ste. Genevieve Church are not responsible for children dropped off prior to 7:20 a.m. (unless prior arrangements have been made through the Before School Care program). In the morning, vehicles will enter the Desert from Jefferson Street and drop off students grades K-5 at the second gym door. Parents will then exit the Desert onto Merchant Street. Middle school students will be dropped off in front of Old Valle. During this time, traffic in the Desert will be one way only.

Please do not drop students off in front of school on North 4<sup>th</sup> Street because this is the drop off area for school buses.

New Valle students arriving after 7:50 a.m. should report and sign in to the elementary office and make lunch arrangements. Old Valle students will be signed in at Old Valle and report to their homerooms.

Students will not be considered tardy due to bus problems or extenuating traffic circumstances. Teachers will write down the time the student arrived to their homeroom on the absent report.

Classes end at 2:50 p.m. All students are expected to leave the school grounds upon dismissal. Parents are to wait outside the building for children. Designated student crossing guards and teachers assist students crossing streets in the crosswalks. (*Supervision of students; 4402.1; #6*) For your child's safety, students will be escorted to the office if not picked up by 3:00 pm. (*Supervision of students; 4402.1; #5*) If a child is engaged in an extra-curricular activity after school hours, a permission form, written notice of dismissal time, and location of the supervised waiting area should be on file with the supervising teacher and/or school office. (*Supervision of students; 4402.1; #s 7 & 8*)

When a student arrives at school before the above published time or remains after the published time, effort will be made to contact parents or other parties designated on the emergency form. If no one can be contacted, school staff/officials will take reasonable action to ensure the safety of the student. If parents are unable to regularly abide by the published times, school officials will contact parents to arrange for a designated adult to take responsibility for the student. (*4402.1; #s 9 & 10*)



## **Student Dismissal**

There will be NO VEHICLE ENTRANCE (except for daycare vans) on the desert from Jefferson Street. This will be used as an EXIT only from 2:30-3:05 p.m. Daycare vans will be parked on the desert by the gym entrance for loading and will leave the desert first. Parent/guardians may park on the desert in one of three designated parking rows. Parking spaces will also be available west of the cage by the chapel entrance.

There is NO PARKING on North 4th Street (in front of the Parish Center and New Valle) nor in designated handicap zones. The north side of Merchant Street is a 'no parking' area from Third Street to North 4th Street. There is a yellow line indicating 'no parking.'

After picking up your child, please return to your vehicle promptly.

### **New Valle (Kindergarten and Grades 1-5 dismissal procedure)**

Teachers will dismiss bus riders to the New Valle lobby for pick up. Buses will pick up riders on North 4<sup>th</sup> Street in the front of New Valle. Then teachers will escort their remaining students outside to the desert between the cafeteria and the cage for parent/guardian pick up. Students who have arrangements for after school care will be dismissed from their class lines to the After School Care line.

When the Merchant Street gate has been closed and all cars are parked, teachers will dismiss students to their parents/guardians or cars/vehicles parked on the desert. Parents/guardians may walk up to the lines to pick up their children at any time. Students that have not been picked up by 3:00 p.m. report to the office. Calls will be made as needed.

### **Old Valle (Grades 6-8 dismissal procedure)**

When dismissed, OV bus riders will walk to the front of New Valle via the sidewalk on Merchant Street to board buses. Students who are parent/guardian pick up may go to their cars in front of Old Valle, the “flags” parking lot, the desert or other downtown areas they have pre-arranged as meeting spots. All students must cross at street corners and crosswalks with crossing guards. The handicapped access crosswalk will not be used during bus loading/afternoon dismissal. Students may use the sidewalk around Church and the crosswalks at Merchant and North 4th Streets. Please do not park in the ‘no parking’ zones.

### **DuBourg (Band dismissal procedure)**

Band students will exit the DuBourg and walk in front of the car lines to be picked up by a parent/guardian or walk to board the buses.

### **Students Dismissed to After School Care**

A designated Early Childhood staff member will meet K-5 students on the steps beside the handicapped entrance to the cafeteria. Students will line up and be checked in to the after school program.

During inclement weather, After School Care staff will meet with students inside New Valle (first floor) until all students have checked in and then walk to the early childhood classrooms in the DuBourg.

- If Valle Catholic Schools closes early due to inclement weather, the ECDC will make every effort to be open as scheduled. If the ECDC remains open, after school care will be offered at early dismissal.

### **Dismissal/Release of Students from School**

When a student needs to leave early, he/she must bring a signed note from the parent/guardian stating the reason for the early dismissal, and/or the parent/guardian should email the grade school office as well as the student's homeroom teacher. Please do not rely on email to convey this message after 8:30 a.m. In the event a note or email could not be sent prior to 8:30, please call the office. Teachers are not authorized to release students to anyone coming to the classroom except school personnel. For a student in New Valle, call the office when you arrive and your student will be sent out to you. A member of the staff will be with your student to ensure safety. The parent/guardian of a student in Old Valle should ring the doorbell, but not enter the building. Your student will be sent out to you.

Students in 7<sup>th</sup> grade or under must be accompanied by a parent/guardian or designated adult if walking to dental or other appointments. Students in 8<sup>th</sup> grade are allowed to walk to appointments with the parent's/guardian's written permission. Students shall not be released from school without the knowledge and consent of parents/guardians. This same procedure will be followed when remaining after school for additional assistance, participating in school sponsored activities, if a child becomes ill at school, or emergency situations. (4203, 4203.1)

### **School Closing**

As a general rule, announcements concerning school closing or early dismissal will be sent home with the students or announced in the newsletter.

In the case of severe weather conditions or other emergencies, parents will be notified via School Messenger. Local radio and television stations will also announce the situation of no school, late starts, early dismissal of students, or other changes in school schedules. Parents are advised to listen to the local stations (KBDZ 93.1, KTJJ 98.5 Channels 2, 4,5,11, and 12) in the event of reasonable questions concerning weather and road conditions that affect the operation of school.

### **SchoolMessenger Automatic Calling System**

Valle Catholic Schools have an automated calling system which will simultaneously call all our students' families in the event of a school closing. It is a computer generated call. When you pick up the phone and say hello, stay on the line and wait for the message. Your caller ID will display Valle High School. There is a five second delay before the message. Repeating "hello" during the delay will cause the machine to reset. There will be an additional delay. On some winter days, if the roads are bad enough to not have bus service, Valle may be in session. There are instances when only the more remote roads are treacherous and the main thoroughfares are passable. The parent decision is respected in the event the child is kept home.

Should there be a snow storm or other serious weather situation during the time that school is already in session, every effort will be made by the school administration to keep the school building as a safe refuge for children whose parent/guardian is unable to provide immediate transportation to the child's home. This supervision will be provided until the child is picked up. Parents should be aware of the need of faculty members to get themselves and their family members home safely.

## **School Bus**

Fallert Bus Company provides services for students who request the company's service. There is a fee attached to bus privileges that is separate from any tuition or other charges from Valle Catholic Schools. Students are expected to behave in a manner that is commensurate with safety requirements. Policies established between the Fallert Bus Company, the parents, and the school administration are to be observed.

Students who are not regular bus riders may not ride the bus from Valle to Ste. Genevieve Public School without permission of the Fallert Bus Company and the sending school. Only one guest per student is permitted. In order to bring a guest on the bus, the regular bus rider and his/her guest must bring a parent/guardian signed note granting permission for the date. Both of these notes are to be signed by the homeroom teacher and principal, copied, and returned to the students by the end of the day to present to the bus drivers. The school will keep the copies on file and the bus company will file the originals.

No animals (including reptiles & fish) may be transported on the bus.  
No glass bottles or jars are permitted on the bus.  
Students are also asked not to eat on the bus.

Students are to go directly to the bus upon dismissal. Students are not allowed to travel on foot to Ste. Genevieve Public School instead of riding the bus.

## **Before and After School Care**

Before and After School Care is available to our Valle Catholic school-aged students in grades K – 5 through our Early Childhood program. Supervised care is available from 6:30 a.m. to 7:25 a.m. and from 2:50 p.m. until 5:15 p.m. Before School Care students can be dropped off in the Gross Motor Room of the ECDC. Students will be dismissed on to the desert at 7:25 a.m. In the case of inclement weather, students will be escorted to New Valle. After School Care students will be escorted from New Valle to the ECDC at dismissal. At that time, they will be divided into groups, given a snack, and offered time to do their homework. Planned activities are provided to our After School Care students. Parents will pick up their children from the ECDC.

No outside food is to be brought into the ECDC for breakfast or snack. No outside toys are allowed. Registration must be received prior to attendance. Contact Amy Drury at [drurya@valleschools.com](mailto:drurya@valleschools.com).

## **Visitors**

For the safety and security of students, staff, and guests, visitors are required to enter Valle through the front doors (North 4th Street) and report immediately to one of the school offices. Visitors are to register and have a Visitor Pass while in the school. All school policies, procedures, regulations, guidelines and rules apply to all visitors. Trespassers will be prosecuted.

## **Attendance**

Attendance is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

### **Absence**

- Any time a student is absent and the parents have not contacted the school by 9:00 a.m., the secretary or designee will contact the parent by phone or in person. When reporting an absence, arrangements should be made for homework to be sent home with someone or picked up at the grade school office. Homework will not be ready for pick up until after 2:30 p.m.
- When a student has accumulated **ten** absences in a quarter, there may be an impact on grades such as an incomplete grade for the quarter until work can be made up.
- The School System will determine whether there is a reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the school system will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions. Students will be expected to make up all work regardless of whether an absence is excused or unexcused. Faculty is not expected to automatically provide work in advance for planned absences (i.e. vacations/trips). Actual assignments missed will be kept by the teacher and made available upon the student's return. In general, work will need to be made up before or after school or during recess in order not to miss more class time. When a student is absent from school, that student will be expected to make up any scheduled test missed within two (2) days of returning. Exceptions may be granted.

Students are considered absent for a half (1/2) day if they miss more than two (2) hours of the a.m. or the p.m. session. This includes doctor and dental visits.

### **Truancy**

A student is truant if he/she is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials. (4201.1)

### **Tardiness**

Students are expected to be at school on time. They are considered tardy after 7:50 a.m. Classes begin at 7:50 a.m. New Valle students arriving after 7:50 a.m. should sign in at the grade school office. Old Valle and DuBourg students will report to their designated teachers, who will notify the office and record the time the student arrives on SchoolSpeak. Tardy slips will not be issued due to bus problems or extenuating traffic circumstances. (4202) After 8:00 a.m., the student will be counted as absent for less than 2 hours.

- Punctuality during the school passing periods is every bit as important as punctuality for the start of each day. For students who change classes during the day, the same punctuality

guidelines will apply as outlined in start of school tardy procedures. All tardy expectations apply for each class period.

The administration understands that there may be extenuating circumstances that prohibit a child from being punctual at times. Each situation will be evaluated on its own merit, but it is the parent's responsibility to inform the school if a student is going to be tardy.

## **Academic Standards**

### **Student Progress**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years. (4501)

### ***Evaluation Key (Kindergarten)***

P = Proficient

D = Developing

E = Emerging

X = Not yet shows understanding

T = Taught, not assessed

NI = Not introduced

\* = Modified Instruction instruction

/ = Not taken

### ***Academic Code (Grades 1-8)***

A+ = 96.67-100%

A = 93.33-96.66%

A- = 90-93.32%

B+ = 86.67-89.99%

B = 83.33-86.66%

B- = 80-83.32%

C+ = 76.67-79.99%

C = 73.33-76.66%

C- = 70-73.32%

D+ = 67.67-69.99%

D = 65.33-67.66%

D- = 63-65.32%

F = 0-62.99%

\* = Modified instruction

/ = Not taken

I = Incomplete

### ***Performance Key (Grades 1-2)***

M = Masters objectives and performs skills independently

P = Progressing toward achieving skill

N = Needs more time to develop

### ***Social Key (Grades 1-2)***

E = Excellent

S = Satisfactory

N = Needs more time to develop

### ***Conduct Code (Grades 3-8)***

1. Follows policies without prompting
2. Follows policies when reminded
3. Follows policies with consequences
4. Refuses to follow policies
5. Creates an unhealthy environment

## **Report Cards / Progress Reports**

Report cards are sent home at the end of each grading period (quarterly) to inform students and parents/guardians of both academic and behavioral progress. (5301 & 5301.6) Report cards and progress reports need to be signed by the parent/guardian and returned to school with the envelope within one week/or as designated by the classroom teacher.

Teachers will update grades on Teacher Ease by 3:30 p.m. every Friday.

The final report card is mailed. Final report cards will not be mailed if an outstanding account balance exists. Contact the Parish Center if you do not receive the final report card in the mail. (5301.7)

For students having academic difficulties, the teacher will collect student work samples and inform the school administration. By mid-quarter, parents/guardians of students performing below satisfactory levels will be informed. Teachers may seek out assistance from the CARE TEAM (student's current teacher/s, learning consultant, guidance counselor and principal) to discuss areas of concern regarding the student's progress and create a plan for improvement to address the student's needs. (5301.1 & 5301.2)

If students should fail a subject, the teacher, parents, & principal (and CARE TEAM members as deemed appropriate) will determine what is necessary for successful completion of the minimum subject or grade level requirements. (5301.3)

If a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for that grading period. (5301.5)

Students with special needs requiring major adjustments to curriculum, instruction, and/or assessment may have grades recorded on the report card or cumulative record with an asterisk denoting modifications have been made. (5301.4)

## **Honor Roll**

In order to recognize those students in grades 6-8 who have achieved a level of outstanding academic performance, Valle Catholic Schools has established a quarterly system for "High Honors" and "Honors".

**High Honors** – The student earns a cumulative average of 3.6-4.0 in all grades subjects. The student may not have any academic grade lower than a B in any graded subject. The student must pass all other subject areas. Conduct must be rated as "above average" (1 or 2) in all classes. One rating of a "3" will be allowed.

**Honors** – The student earns a cumulative average of 3.2 -3.59 in all graded subjects. The student may not have any academic grade lower than a C in any graded subject. The student must pass all other subject areas. Conduct must be rated as "average" (at least a "3") in all classes.

## **Tests/Exams**

In an effort to align the curriculum and to better evaluate the progress of students and facilitate placement in classes, the testing program at Valle Catholic Grade School includes:

- Iowa Test of Basic Skills (ITBS) - Grades 4, 6 & 8
- Developing Cognitive Ability Test (ITBS/Cogat) – Grades 4, 6 & 8
- ACRE – Grades 5 and 8
- Iowa Algebra Aptitude Test (IAAT) - Grades 7

Standardized testing is necessary to provide the most accurate representation of individual, class, school, and archdiocesan student achievement. (5302.1) Therefore, students with a special needs diagnosis should not be excluded from standardized testing. (5302.3)

Testing for students to determine placement in the resource program will be administered on an as-needed basis, in collaboration with the learning consultant, the parent, the classroom teacher and the administration. Some of the diagnostic testing may be serviced by the Ste. Genevieve R-II School District.

To better prepare our eighth grade for their high school experience, the students will be scheduled for cumulative exams at the end of second semester. No more than 2 exams will be scheduled per day. Subjects to be tested may include: religion, language arts, science, social studies, math and fine arts. (5302.2)

## **Homework**

Work assigned for completion outside the normal school day is an integral part of Valle Catholic Schools. It is useful for broadening the understanding of concepts introduced in school, practicing those skills, and for instilling self-discipline and responsibility in our students.

Each classroom teacher determines the amount, frequency and grade impact of homework as it applies to his/her subjects taught.

In grades K-5 late, incomplete or missing homework may result in the loss of unstructured time. The date that missing/incomplete homework is due is at the discretion of the classroom teacher.

In grades 6-8 late, incomplete, or missing homework must be turned in to the appropriate teacher the next school day. The highest amount of credit earned for such work is 90% of the total given. The first late day, 10% will be deducted. An additional 10% will be deducted for the second late day. Any day after that will result in a 50% deduction of grade. Any late assignment can be turned in to the appropriate teacher through the end of the quarter.

Homework can have many benefits for students at all grade levels. The amount of homework should depend on the age and skill of the student (approximately 5-10 min. per grade level).

## **Textbooks**

All basic textbooks are for student use during the school year. Textbooks must be kept covered, clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

## **Supplies**

Supply lists are sent home in the summer for the next school year. A copy of the supply list will be emailed to all families and a copy will be posted on the Valle Schools website.

Students are not to bring I-pods, CD players, radios, headphones, game boys, or other electronic games or devices to school. Cell phones may be brought, but must be turned off and kept in student's locker or backpack until the school day has ended. Kindles or E-readers are allowed, but for reading purposes only. A parent consent form must first be signed.

## **Students with Special Needs**

Catholic Schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both a student's special needs and their own capabilities of addressing those needs. The goal of all efforts to address the student's special learning needs should be successful mastery of the regular curriculum in the regular setting. (5204)

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments\*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (5204)

\*"adjustments" is the preferred terminology for non-public schools in regard to accommodations or modifications used in laws that apply to public schools

School personnel will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (5204.1)

## **Conferences**

Parent-teacher conferences are strongly encouraged for everyone for the first quarter. Additional conferences may be requested throughout the year by parent or teacher, if necessary. Requested conferences will be scheduled in a timely fashion at a mutually agreed upon time.

## **Sacraments**

A major priority at Valle Catholic Schools is the spiritual growth of faculty and students. Throughout the year students attend weekly liturgies, special liturgical services, and Stations of the Cross and they pray the rosary. They receive the Eucharist and have the opportunity to receive the Sacrament of Reconciliation.



Service projects, support of the Church's mission efforts, and involvement in parish social justice activities are also a part of the students' school year.

Students in second grade will be prepared for the reception of the Sacrament of Reconciliation and First Eucharist. Parents, teachers, and students work together with the school administration in the preparation.

Students in eighth grade receive the Sacrament of Confirmation in the spring of their 8<sup>th</sup> grade year. Parents, teachers, school administrators, and students work together to prepare for this special time.

### **Promotion**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, demonstrated satisfactory conduct and completed all financial obligations. (4502)

### **Scholarships**

When funds are available, there are several scholarships available for 8<sup>th</sup> grade students entering VHS: VCGSAA (Valle Catholic Grade School Athletic Association) – \$250 renewable

Valle Patron's Club - \$250 non-renewable

Earl & Rita Haug Memorial Scholarship - \$500 renewable

Art Schwent Memorial Scholarship - \$2000 renewable

The St. Louis Archdiocesan Pro-Life Office - Pro-Life creative writing scholarship contest

\*Applications for these scholarships are distributed by the high school office second semester.

### **Extracurricular Activities**

All school sponsored extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parent's/guardian's permission must be obtained for a student to participate in any extracurricular activities. (5205.10)

Valle Catholic Schools' program of extracurricular activities is designed to help meet the leisure, recreational, social, cultural, vocational, and religious needs of the students. Offerings should be based on student need and interest. Participation in such activities is a privilege. It is fully expected that those participating will maintain a high level of academic and social standard as they represent our school and belief system. No activity in the school may restrict membership on the basis of race. The following are examples of Valle Grade School extracurricular activities that may or may not be offered each year based on staff supervision availability: Bellarmine Speech League, Middle School Student Council, National Junior Honor Society, Spanish Club, Drama, Book Fair Ambassadors, Art Show Ambassadors, Middle School Ambassadors and CAC sports such as soccer, football, volleyball and basketball.

## **Student Publications**

See distribution of materials/posters. (5202.101)

Student publications should be the work of students under the leadership and supervision of the faculty. These publications should meet the requirements of good journalism and should reflect Catholic philosophy and mission of the school. (5202.101)

## **Responsibilities in the Parent, Student, School Partnership**

**Attend school to receive an education.** Schools cannot educate students who do not attend school.

**Be on time.** Punctuality is a habit that students must develop if they are to succeed in the world of work.

**Be prepared.** A teacher should not have to delay instruction because a student has come to class without the necessary materials.

**Complete all assignments and meet deadlines.** The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

**Obey school rules and school personnel.** No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.

**Respect the person and property of others.**

**Respect school property.** Our school is a parish investment and resource for young people. People who damage school property will be held responsible.

**Give parents all school correspondence.** Education is a partnership between home and school. Students must do their part by taking home and giving to parents/guardians all notes, letters, progress reports, etc. sent by the school.

## **Conduct**

The teachers in grades K - 5 determine their own discipline system that best meets the needs of the students in their rooms. This can be, but is not limited to: a clip chart, strike system, behavior chart, class dojo, etc.

In order to better monitor the discipline issues of our middle school students in grades 6 - 8, we use a demerit system. Students will be given varying number of demerits depending upon the type and severity of the infraction. The number of demerits for a specific offense may be doubled, tripled, or otherwise increased for successive violations or when the offense is deliberate and/or defiant. Demerits may also be assigned at the discretion of the teachers and administration in certain irregular cases not covered by the list. Teachers will sign and punch students' demerit cards for the infractions.

At the beginning of each quarter, students will receive a new demerit card and begin at zero demerits. Damaged cards will be replaced without penalty if returned to the demerit card coordinator with a note from a parent. Lost cards will cost \$1.00 to be replaced, money to be donated to the missions or St. Vincent de Paul Society.

Students will be given one day to present their card to the teacher or consequences will follow.

<u>Accumulated Demerits</u>	<u>Consequences</u>
5 Demerits	Lunch detention Parent notified by homeroom teacher
10 Demerits	Lunch and recess detention Parent conference with teacher/s
15 Demerits	Week lunch and recess detention Student conference with principal and teacher/s
20 Demerits	In-school suspension Student and parent conference with principal and teacher/s to discuss future repercussions

Positive rewards will be given to students daily in individual classrooms. Quarterly, students will be rewarded for no demerits.

<u>Infractions</u>	<u>Demerits</u>
Dress code violation	1
Unexcused tardy to class	1
Unprepared for class	1
Improper use of school materials	1
Failure to follow instructions	1
Chewing gum	1
Not keeping hands/feet to self (horseplay)	2
Classroom disruption	2
Talking when quiet is expected	2
Misuse of cellular phone or physical possession	2
Inappropriate language	2
Inappropriate use of technology/computers	2
Disruption/inappropriate behavior at school activity	3-5
Leaving classroom without permission	3-5
Taking someone's belongings without permission	3-5
Acting in an un-Christian way	3-5
Disrespecting peers (verbal or written)	3-5
Talking or playing in Church/Chapel	3-5
Lying	3-5
Defiance/insubordination	3-5
Sent to the office for misbehavior in class/removal from classroom	3-5

The following conduct may lead to serious disciplinary consequences:

- an infraction of a major school rule, disrespect of authority, repeated truancy, repeated infractions of school rules, disruption of the learning environment, theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others
- harassment, threats, or physical acts against others, out-of-school conduct which seriously detracts from the reputation of the school

## **Bus Conduct**

### **Minor Misconduct:**

1. Not following the directions of the driver
2. Destruction of property (writing on bus, sticking gum, etc.)
3. Failure to keep objects to self
4. Throwing of objects without harmful intent
5. Not staying in seat/extending arm or head out window
6. Eating, drinking, littering
7. Unacceptable talk (loud, obnoxious, etc.)
8. Pushing, tripping

### **Major Misconduct:**

1. Not following the directions of the driver (severity of misconduct)
2. Destruction of property (restitution required)
3. Fighting or injuring another person
4. Throwing objects that could cause bodily harm
5. Use of tobacco products/controlled substances
6. Use of profanity/obscenity (oral, written or gesture)
7. Defiance, disrespect, or threat to another person

Other actions more serious in nature than described above will result in immediate suspension of all bus privileges of the student involved. Problems arising other than the ones listed in the bus discipline code are to be considered very serious in nature. Consequently, these instances will be reviewed independently with the possibility of more severe disciplinary action.

Loss of bus riding privileges will be at the discretion of the bus company, in consultation with the school administration. Questions involving disciplinary procedures on the buses should be addressed to Fallert Bus Company.

## **Bus Disciplinary Consequences**

Bus disciplinary actions will be taken regarding individual situations. Bus misconduct will be reviewed by the administration and discipline will be appropriate to infraction.

## **Probation**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is also made by the principal in consultation with the Head of Schools and Pastor. If a student is placed on probation, the parents/guardians and student will be informed in writing. This notice will include the reason for probation, the period of probation, the conditions of the probation, and when or under what circumstances the probation will be reviewed, continued, or ended. Parents/guardians and the student will sign the statement to be kept on file and retain a copy for themselves. (4302.2)

## **Suspension**

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the Head of Schools and Pastor. Parents will be notified orally, followed by a written statement outlining the reasons, length of suspension, and process/procedure for the student's return to school and making up missed work. Suspension may be in-school or out of school at the discretion of the administrator. Parents/guardians are to sign the written notice to be kept on file. (4302.1)

## **Withdrawal for Cause**

Withdrawal for cause is the permanent end of enrollment of a student from school. In extreme circumstances a student may be separated from school (withdrawn for cause). Withdrawal for cause is reserved for those behaviors, which are considered to be extreme violations of the discipline policy. In most circumstances, a student would have to have served time on probation before being withdrawn for cause. This occasion may result from behavior taking a position contrary to Church teaching, membership in organizations which espouse positions contrary to Christian values, possessions of weapons, assault with or without a weapon, felonious activity, harassment, hazing, possession or distribution of controlled substances, inappropriate behavior of a sexual nature or other extreme behavior. (4302.3)

## **Deportment**

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Valle Catholic Schools implement specific disciplinary procedures in keeping with our mission and philosophy of Catholic education and consistent with accepted educational practices to ensure high standards of moral, intellectual, and spiritual formation of our students.

In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. (4302)

## **Sportsmanship**

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize the importance to participants and spectators, including parents and other fans. (5202.102)

**Valle Catholic Grade School Dress Code**  
**(Revised 2018-2019)**

**Dress and Grooming**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate nature for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the belief of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. (4303.6) Any student who violates this expectation will be sent to wait in the office until his/her parent/guardian brings proper clothing. Time missed from class will be unexcused.

Out of respect for the educational setting and as an expression of the student's own personal self-respect, each student accepts the personal responsibility to look clean and neat in accordance with school policies. The following dress code applies from the moment the student sets foot on campus during the regularly scheduled school day. Administration will address any appropriate or inappropriate student dress code issues. Parents of students in violation of the dress code may be sent a notice/reminder of the current dress code. To clarify what is allowed for daily wear at school and on out of uniform occasions, the following guidelines were developed:

**Shirts** – long or short sleeved; solid white, light blue, royal or navy blue polo, oxford or turtleneck. No teal or turquoise colored shirts. Only a solid white short-sleeved t-shirt may be worn under shirts. Shirts are to be tucked in. Emblems must be smaller than a quarter.

**Pants** – khaki or navy blue. No stretch pants, yoga pants, leggings, sweat pants, low-risers, short zippered, wide legged fashion pants or jeans. Pants must be hemmed with no frayed bottoms or holes. Cargo style pants are not allowed; flat front or pleated pants only.

**Jumpers and skirts** – uniform style and fingertip length; khaki or navy blue. Tights, leggings or shorts must be worn underneath. Tights and leggings must be white, gray, navy blue or black.

**Polo style dresses** – long or short sleeved; solid white, light blue, royal or navy blue. Emblems must be smaller than a quarter. Tights, leggings or shorts must be worn underneath. Tights and leggings must be navy blue or black.

**Shorts, skorts, or capris** – uniform style and modest in length; khaki or navy blue. No nylon, biker (stretch), or jeans. No leggings.

**Belts** – leather or canvas type; khaki, brown, black, blue. No sashes, ropes, cords, neckties or other fashion belts.

**Sweaters, cardigans, knit pullovers, sweatshirts** – solid white, gray, black, or blue. Valle Catholic Schools' emblem, including band and athletics, is permitted in the classrooms. No outerwear, including hoodies, will be allowed in the classrooms.

**1/4 Zips** – approved ¼ zip sweatshirt, or performance shirt with white, grey, navy, royal, or black t-shirt underneath

**Socks and tights** – solid white, gray, royal, navy blue, or black. Mismatched socks are not allowed. Emblems on socks must be smaller than a quarter.

**Shoes and laces** – close-toed; no sandals or boots. Please try to remain conservative in color choices. Shoes must be fastened for safety. A separate pair of tennis shoes (any color) is to be kept for P.E. classes. Velcro fasteners are preferred for grades K/1. No cros.

**Hair** – clean and neatly groomed; acceptable length bangs above the eyes; only natural colors and highlights. No unusual styles or colors.

**Jewelry** – in moderation; post/plug earrings for girls only; no dangles longer than 1 inch. Please consider daily activity for personal safety. No other facial or body piercing.

**Make-up** – in moderation for girls in grades 7-8.

**Hats, hoodies, purses, cell phones, music players or cosmetic cases** – none of these items are allowed in the classroom (see Internet/Electronic Devices Policy in student handbook).

**Out of uniform days:**

Students may wear jeans, sweat pants, skirts, capris, dresses, shorts, athletic shorts/pants and appropriate tops without offensive images or wording. Leggings may be worn only if covered by shorts, a skirt or tunic/dress of an appropriate length (at least to the end of your fingertips when your hands are at your side). No yoga pants.

**Birthdays:**

Students may dress down or up on their birthdays. Please see dress code for “Out of uniform days” above. If a child has a summer birthday, then he/she may have the out of uniform day on his/her half birthday. If a child’s birthday falls on a weekend, he/she may choose the out of uniform day one day the week before or after his/her birthday.

**Field trips:**

Students may wear jeans, sweat pants, skirts, capris, dresses, shorts, and appropriate tops without offensive images or wording. Final decision rests with the teacher based on the field trip.

**Special events:**

For events that take place in church, girls must cover sleeveless or strapless tops and dresses with a light jacket or shawl. The reason is to show respect in a sacred place.

**Blue and white days:**

Any blue or white top with uniform bottoms is appropriate.

**Warrior days:**

Any Valle shirt with out of uniform bottoms. See “Out of uniform days” for appropriate bottoms.

**Holidays:**

On Halloween, Christmas, Valentine’s Day, and St. Patrick’s Day, students may wear any appropriate top for the holiday with uniform bottoms.

**Scouts:**

All scouts may wear their pack/troop shirt/vest with uniform bottoms on meeting days.

**Band:** Band shirt/sweatshirt with uniform bottoms is for special band days.

Sandals and flip-flops are not appropriate for any out of uniform days.

Spaghetti straps, bare midriffs, low risers, etc. are not appropriate for any out of uniform days. For any activity in church, halter tops, bare midriffs, bare backs, bare shoulders, and short skirts are never acceptable. Strapless dresses and spaghetti straps must always be covered with a light jacket or shawl.

### **Tobacco Policy**

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student's life, Valle prohibits tobacco and vaping use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco and nicotine products, Valle declares themselves a smoke free/nicotine free environment. (4303.1)

### **Drug and Alcohol Abuse Policy**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates obstacles to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. (4303.2)

Therefore the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawn for cause from school. In addition, civil authorities may become involved. (4303.2)

### **Violence and the Threat of Violence Policy**

Catholic Schools shall provide a safe learning environment for all members of the school community. The climate of Catholic Schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of the community, and the rights and responsibilities of all persons which are the foundations of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic Schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. (4303.3)

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Valle Catholic Schools or Ste. Genevieve Catholic Church is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (6202.1)



## **Internet and Electronic Access Policy**

This policy applies to communications or depictions through e-mail, text message, social media or web site postings, whether they occur through the school's equipment or connectivity or resources or through private communications which: (1) are of a sexual nature (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as Inappropriate Electronic Conduct). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause as described in (4302; *Serious Disciplinary Consequences*. *Administrative Manual for Catholic Education* 4303.4; 5402.71)

Before students may use the Internet in their classrooms and computer lab, Valle Catholic Schools must have on file an Internet agreement signed by both parents/guardians and students. These agreements are distributed to the students on the first day of school. Students not returning the signed agreement will not be allowed to use the Internet at school. Students in 6<sup>th</sup> through 8<sup>th</sup> grades will be assigned a valleschools.org email address and a user id and password to TeacherEase. Students under the age of 13 will need a signed parent user agreement. (5202.7)

## **Personal Electronic Device Policy**

Use of personal electronic devices including, but not limited to, cell phones, music devices, headphones, laser pens/pointers, game systems, (eg. Nintendo DS) etc. and all other personal electronic devices is forbidden upon morning drop off until 2:50 p.m. (Personal electronic devices are not allowed on the desert before school begins). Use of such devices will result in confiscation of the device. Use is defined as having the device on during the school day. Student also receives a lunch detention. It is recommended that these devices be left at home or secured in the student's backpack, and placed on silent during specified school hours. The school is not responsible for lost or stolen electronic devices. These electronic devices are also forbidden on field trips. Confiscated items will be returned to the parent, not the student.

An exception to this policy applies to students in grades 6 – 8. Kindles, E-Readers, or other electronic devices designed to accommodate the reading of books are allowed. As Valle Catholic Schools strongly encourage reading, devices designed for the reading of books will be allowed, as long as the student and student's parents/guardians have signed the appropriate form and have agreed to the terms specified. Teachers will provide forms to the students.

## **Search and Seizure**

School officials with sufficient reason to do so may search a student's locker or desk. (4303.5) Lockers, desks, and computers are school property provided to students for their use and are subject to search by school officials.

## **Harassment policy**

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subject to any type of harassment. Catholic Schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. (4303.7)

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual. (4303.7)

Each Catholic School investigates/reports every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. (4303.7)

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (4303.7)

### **Health Policies**

All Catholic Schools of the Archdiocese of St. Louis shall follow the policies and procedures on communicable diseases established and made know by the Missouri Department of Health. It is unlawful for any student to attend school unless they have been immunized as required under the rules and regulations of the Division of the Public Health Department of Missouri. (4401)

This act does not apply to any child whose parents/guardians state their objection to immunizations for religious reasons in writing and send this statement to school each year, or to any child whose physician sends a statement to school exempting them for medical reasons. An appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school and extracurricular activities when outbreaks of vaccine-preventable diseases occur. Amount of time spent out of school for unimmunized children will depend on the disease itself, but can be up to 21 days per Missouri Law 19 CSR 20-20.030.

Immunizations must be completed before the first day of school. A timeline for immunization requirements is on file in the grade school office.

### **Health Personnel**

The Ste. Genevieve County Health Department assists Valle Catholic Schools with the student health records, health screenings and programs. Certain full-time staff are certified in First Aid, CPR, and AED, as well as Medication Administration trained by the St. Louis Archdiocese nurse partnership with St. Louis Cardinal Glennon Hospital.

### **Health Documents**

As part of the registration process, appropriate medical information will be collected on each student and maintained in a secure area. All students are required to have on file: a completed emergency form and a registration form indicating special needs.

Students may also have an action/care plan, and/or a medication administration form on file. (4401.2)

### **Physical Examination of Students**

The general practice in the St. Louis Archdiocese is that students have a complete physical examination by a licensed physician or a physician's assistant or nurse practitioner working under a collaborative practice agreement with a licensed physician upon entrance to Kindergarten, 3<sup>rd</sup> grade, 6<sup>th</sup> grade and 9<sup>th</sup> grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. (4401.3)

General health screenings will be provided for the following:

Dental: K – grade 8

Vision, hearing, height and weight: K – grade 3 and grade 7

Scoliosis: Grades 6 and 8

Concussion baseline testing: Grades 5 - 8

Conditions warranting further examination will be referred to the Health Department, which will report any findings to the parent/guardian.

### **Administration of Medication**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Physician Consent for Medication Administration form), signed and properly filed with the school (the current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school) and written consent of the parent/guardian for school personnel to administer the medication (Parental Consent for Medication Administration to their child form)
2. the medication in the original container; proper training of personnel on medication administration

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

The following medications may be administered by school personnel without parent permission: antibiotic ointment, calamine lotion, hydrocortisone 1%, sunscreen, cough drops and plain petroleum jelly. If, for any reason, a child doesn't have permission to receive one of these medications, please contact the grade school office.

School personnel may not administer the first dose of any medication. A parent may not give permission to administer medication differently than the physician's order. (4401.4)

## **Sick Child Policies**

Students becoming ill during the school day will be reported to the office where further actions to be taken will be determined. Any student with an above normal temperature will not be returned to the classroom and must be picked up from school by a parent/guardian. Serious injury to a student will be reported to the health staff and/or the principal's office. Parents/guardians will be notified. A physician's note is required for an excused P.E. class.

- Children must be fever free for 72 hours before returning to school.
- Children must be kept home for at least 72 hours after last diarrhea or vomiting episode.
- Children must be kept home for at least 24 hours after medication for pink eye or strep throat is started.

Parents are asked to frequently check their child's head for head lice. In the event of any indication of the presence of this hair infestation, parents should notify the school and keep the child at home until treatment has been administered. If infestation is found at school, the parent will be notified. The student will need to be checked by Health authorities before being admitted back into school. Parents should regularly check their child for the presence of lice, scabies, and other serious hair/skin ailments.

## **General Guidelines for Sending a Child Home**

- Child requires more care than staff can provide
- Any child that requires emergency action
- Fever (>100.0 F) or 1 to 2 degrees above child's normal temperature
- Rash with fever
- Rash that has not been evaluated by a physician with a note stating rash is not contagious
- Difficulty breathing (especially an asthmatic not relieved by medication)
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea, lethargy and abdominal cramping
- Mouth sores with inability to control saliva
- Chickenpox or other communicable disease

## **Students with Significant Medical Conditions**

A student enrolled in Valle Catholic Schools that has a significant or potentially life threatening medical condition may require special consideration. Health and education staff will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (4401.6)

## **Reporting Suspected Child abuse**

Valle Catholic Schools abide by the State Child Protection and Reformation Act (CRSMO210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

## **Wellness**

Valle participates in the Individual School Wellness Plan as prescribed by the Archdiocese of St. Louis and directed by law. For complete guidelines consult the school office.

Room parents are directed to avoid high fat and sugar content treats for classroom parties or special events. Offer stickers, pencils, books or book marks, erasers etc. in place of candy treats.

## **Cafeteria /Lunches**

Students may purchase a hot lunch each day or bring lunch from home. Milk is provided with the hot lunch or may be purchased by those bringing food from home. Water will be substituted for milk-allergy students who have a physician's restriction with documented note from physician. Super lunch (an extra serving of the main entrée) is available for an additional fee. Discuss with your child and/or monitor their need for/use of super lunch privileges. Current price information is provided in the summer information packet sent prior to each school year.

Free and reduced lunch prices are available through the Federal Hot Lunch program. Details and applications are available and mailed to each family prior to the beginning of the school year.

All lunch accounts should have a positive balance. When a student's lunch account becomes negative, the parents/guardians will be notified by email on Thursday or Friday of that week. Parents/guardians will be notified by email for two weeks. After two weeks, a handwritten notice will be given to the child's classroom teacher and he/she will send it home with the student. However, there may be exceptions to this. It may be necessary to send only one email and then a paper notice with the student if the balance due is a large amount. When the negative lunch account reaches \$5.00, the student will not be allowed to purchase a super entrée or an extra milk until the account is replenished. Any questions are directed to Melissa Grein at greinm@valleschools.org.

Behavior in the cafeteria is to be respectful of self and others. All students are to eat their lunches in the cafeteria and to sit at their assigned places until they are dismissed.

## **Questioning of Students**

Except at the discretion of a caseworker from the Division of Family Services, (as mandated by law) no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. (4402.2)

## **Media Policy**

Members of the media should be on school property only as invited guests, and will not be allowed to interview students without specific permission or on matters unrelated to the purpose for which they were invited. (4402.3)

## **Maintaining School Privacy**

Valle understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications. Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

### **Distribution of Materials/Posters**

Posters or notices regarding non-school or non-parish activities will not be permitted. Any poster must be approved. The school will not distribute information to parents or students about programs, products or services which are available from sources other than the school, parish, or other Catholic agencies and which are not sanctioned by the school. (4402.4)

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies. (4402.5)

### **Instructional Use of Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted material in any form should be made or used on equipment owned, borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of "fair use" limitations. (5202.6)

### **Recess**

Playground and cage rules are discussed with the students and are available upon request. Soft play articles such as rubber footballs, rubber kick balls, whiffle balls, and volleyballs may be used when the students are at recess. Snacks may be eaten on the playground at the early morning recess time. All food and drink from the cafeteria is to be consumed in the cafeteria during lunch period. Students may not leave the playground without official permission.

Being outside in cold weather for a short time is reasonable, if properly dressed. Proper dress is considered a coat (not a hoodie), hat/cap/scarf and gloves as weather conditions warrant. Wind chills and temperatures of 27 degrees or below or heat index of 95 degrees or above will warrant a change in the before school drop off procedure (Appendix A of Handbook). Recess modifications may also be made to indoor options or reduced amount of outside time, per principal's discretion.

## **Field Trips**

Field trips are planned and scheduled at the discretion of the homeroom teachers to places that have educational relevance and give enrichment to classroom lessons. (5202.8 & 5202.81) Faculty members are responsible for arranging transportation, securing funds, providing supervision, and enlisting the appropriate number of chaperones. No student may attend a school-sponsored field trip without a signed parental permission form on file at school. (5202.83) Teachers will determine proper attire for field trips.

For trips with children K-4, one supervising adult for every five children is required. In grades 5-8 one supervising adult for every ten (5202.82) is the minimum required. The principal can set the supervisory number higher depending on the group needs, place to be visited, and activities undertaken.

When funds are available, partial funding for class field trips is provided by the Patron's Club and the CAC organization.

### **Band Field Trip to Six Flags**

In order to be eligible to attend the Band Trip to Six Flags, students must have a cumulative C or higher grade average in band for the first three quarters and no more than 5 demerits total in band by April 1.

### **Transportation of Students**

Appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus activities are taken.

Whenever possible, bus transportation by an insured carrier for off campus school sanctioned events will be used. The principal may determine that transportation in private passenger vehicles is appropriate. If a private passenger vehicle must be used, the following criteria apply:

1. Drivers must have a valid, non-probationary driver's license and no physical disabilities that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements; the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
3. Drivers should be experienced and demonstrate maturity necessary to provide safety of those they are transporting.
4. Student passengers must have written parent/guardian consent.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Adults are not permitted to smoke in the vehicle.

15 passenger vans are unacceptable for all events. When transporting children in a car or van, Valle Catholic Schools must be in compliance with all Missouri seatbelt and car seat laws and regulations. Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four, but less than eight years of age who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall, must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872) (5202.9)

## **Volunteers**

Like other schools, Valle relies heavily on volunteers to help with special duties and fundraising. There is also a great need for volunteers for recess duty, lunch duty and the libraries. All volunteers and parents must have attended the “Protecting God's Children” workshop. To sign up, you must register on the Prevent and Protect St. Louis website at <https://www.preventandprotectstl.org/>. A passcode will be given by the Parish or School.

## **Classroom Parties**

Parent volunteers are asked to assist in the planning of holiday parties or other celebrations/events for the students. Please work with your child’s classroom/homeroom teacher or room mom to prepare for any special events celebrated at a particular grade level. Supplies and supervision needs are at the teacher’s discretion. Please keep in mind our wellness policies regarding food and drink. Also, check with the teacher to determine if there are any students with dietary restrictions. Any parent who wishes to volunteer at parties, must take the one time Protecting God’s Children workshop.

## **Special Receptions**

There are special occasions for which a reception for students and parents is held; specifically after the sacrament of Confirmation and the promotion Mass for eighth grade students. Seventh grade students and parents are asked to host both of these receptions. Supplies are stored in the Parish Center. The office has a guide to aid in planning. These receptions should include light refreshments such as punch and cake or cookies. They are not intended to be full banquets.

It is also strongly advised that the receptions are an opportunity for parents, grandparents, and students to visit with one another. The showing of videos is more appropriate for private viewing or group viewing at a different time.

## **Parent Requests for Classroom Assignments**

Classroom assignments will be made based on the best practices of education. Valle employs qualified, dedicated teachers and staff members. Parents are invited to have input describing the educational conditions under which an individual child learns best. It is not necessary for parents to name specific teachers, students or request specific homerooms.

## **Use of Buildings/Facilities**

Parish and school approved activities according to Archdiocesan guidelines must be scheduled through the high school office.

## **Patron’s Club**

All parents with children in Pre-K through grade 12 are automatically members of this organization. Besides sponsoring fund raising activities that support many of the school’s programs, the Patron’s Club often serves as a forum for presentations on subjects of interest to parents.



## **School Board**

The Valle Catholic School Board is composed of the Pastor, high school principal, grade school principal and Early Childhood director as ex-officio members, and 9 lay members appointed or elected as stipulated by the constitution. The school board serves in a strictly advisory capacity to the Pastor and is responsible for policy making rather than administrative acts, as stated in the constitution.

## **Sponsors and Partners**

As the operation of Valle Catholic Schools is a part of the Ste. Genevieve Parish mission, all parishioners are encouraged to participate in the voluntary gifting program called “Sponsors and Partners”. Because of the generous contributions of our parish family, many children are able to attend Valle who financially might not be able to do so. For more information contact the Parish Center 883-2731.

## **Safe Touch**

As a caring Catholic community and as part of our on-going commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades K-8 that contains practical, helpful information to help children protect themselves from dangers that exist today.

Now that adults who work with our children have participated in the “Protecting God’s Children” program, the next step is to equip our students with the skills necessary for them to participate in their own personal physical safety.

The objective of this curriculum, entitled, “Safe Touch” is to teach our children self-protection skills. Children will learn body safety rules in an age-appropriate and non-threatening manner. This curriculum will be presented by a trained lead teacher/volunteer from our school/parish. It will consist of one class period. Parents will be notified prior to the presentation and materials will be available for review. If a parent feels strongly that their child should not participate, then they must sign an opt-out form to be filed with the school and archdiocese.

## **Release/Authorization Letters**

In an effort to reduce paperwork, the Internet Guideline Agreement, Media Authorization, Walking Tour permission slip and Authorization to Exchange Information regarding the Title I Services are now included in each student's permanent record and will remain active throughout the years of attendance at Valle Catholic Schools. If there is a change to any of these forms, please notify the school office.

## Valle Vocabulary

Over the years the unique culture of this town and school has caused certain words to creep into the vocabulary. This 'glossary' may be useful.

1. **Best Choice and Box Tops:** Do not be alarmed if your neighbors ask if you are saving these. The bar codes from all Best Choice Labels and the pink Box Tops for Education Coupons found on food and paper products are sent in for cash returns that are sent directly to the school.
2. **CAC:** The Christian Athletic Conference is the controlling organization that organizes athletics in grades K-8. The CAC offers support for many activities – not just athletics.
3. **The Desert:** This one is sometimes confusing to newcomers. There is no sand, no camels. The vast parking lot behind New Valle (see below) bordered by Jefferson St. on the north and Merchant St. on the south is referred to as the Valle Desert or Desert. You will even see this term in official documents.
4. **The DuBourg Centre:** What was once known as the “Rozier Building” or the “Ben Franklin Store” is the newest addition to the Valle Catholic campus. The renovated space houses the Early Childhood Development Center for Pre-School, Pre-Kindergarten, the Valle Band room, the Valle Drama Performing Arts space, Valle Weight room, Ste. Genevieve Parish Banquet Center, and the St. Vincent DePaul store.
5. **Liver Dumplings:** Don't ask anyone to explain; just know that liver dumplings are a tasty side dish and part of the unique culture of this community.
6. **New Valle:** It is hard to believe that any building erected in 1954 is still considered 'new', but it is. The buff-colored brick building that faces Fourth Street is New Valle. It houses grades K-5 and 9-12.
7. **Old Valle:** It is the charming stone building next to the church. Old Valle faces DuBourg Street and provides classroom spaces for grades 6-8. It is also called the Middle School.
8. **Parish Center:** This buff-colored building that faces Fourth Street looks like it is part of New Valle. At one time it was the convent. Now it serves as the parish business office and meeting rooms. There is a Eucharistic adoration chapel in the Parish Center.
9. **Patron's Club:** All Valle families are members of the Patron's Club. This is the parent/school organization. The Patron's Club offers financial and moral support to the school.
10. **Scrip:** The parish scrip program is a fundraiser that benefits all. With the purchase of gift cards from major chains or local merchants, the purchaser gets a dollar-for-dollar exchange. The local merchants and major chains offer these cards to the parish at a discount. A portion of the sales go into the general operating budget of the parish and another can be applied toward an elected tuition rebate.
11. **Valle Athletic Club:** The name is deceiving. The members of this club do not participate in athletic events. They are supporters of high school athletics and other activities. Through their fund raising efforts they are largely responsible for the maintenance of Father John Dempsey Field and Field house and the purchase of uniforms, equipment, and other school activities.
12. **Valle Auction:** Like all other schools, we have a fundraising dinner auction every spring. Help and donations are greatly appreciated from parents, alumni, friends, and supporters.
13. **Valle Schools Foundation:** Through annual gifting the Foundation provides significant financial support. The Foundation receives funds from gifts, bequests, estate planning and more. The money from the Foundation for the support of Catholic education helps to keep Valle tuition affordable for all.